

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **COMMISSIONER OF PUBLIC WORKS**

Jurisdictional Class: **Unclassified**

Date Adopted: **1977**

Date Revised: **July 14, 2000 (Spec. Reqmt.)**

Jurisdictions: **County**

Union Status: **Exempt**

DISTINGUISHING FEATURES OF THE CLASS: This is highly technical administrative and engineering work involving responsibility for planning, coordinating, and administering the County's highway construction and repair program. The work is performed under the general direction of the Board of Supervisors, which sets broad policy. Supervision is exercised over all the activities of the department and requires the efficient utilization of men, machinery and materials. Does related work as required.

EXAMPLES OF WORK:

Plans and supervises the maintenance and repair of the existing highway system and the design and construction of new roads and bridges; has responsibility for the review of engineering designs and the progress of current department projects;

Constantly studies need for improvement of county highway system and advances in methods, techniques and equipment in civil engineering field;

Approves and is responsible for plans for snow removal and ice control programs;

Directs the drawing of detailed engineering plans and recommends contracting with private firms as necessary;

Confers with state and local officials on highway problems within the county;

Responsible for compliance with policy established by the Board of Supervisors and State regulations;

Delegates and approves the preparation of specifications for and the purchase of equipment and materials;

Oversees the preparation of the department budget and determines that necessary budget controls are maintained;

Directs the preparation of department activity records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and methods of planning and carrying out major highway engineering programs; ability to plan and coordinate the various phases of highway construction and maintenance activities; ability to review complex highway engineering plans and specifications for equipment and materials; skill in the administration of field and office phases of the highway program; ability to secure the cooperation of others; initiative and resourcefulness in solving highway engineering problems; sound professional judgment; and good address.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a recognized college or university with major work in civil engineering and four (4) years of satisfactory civil engineering experience; **OR**
- (B) Graduation from high school and twelve (12) years of satisfactory civil engineering experience; **OR**
- (C) Any equivalent combination of experience and training as defined by the limits of (1) and (2) above.

Last Reviewed: 07/14/00

Last Updated: July 14, 2000 (Spec. Reqmt.)

Reviewed By: n/a

Last Reallocated: n/a

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NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.